

TOWN OF VERNON

CONTRACT#960-08/19/10

FOR

FURNISHING FOUR (4) NEW 2010 or 2011

MID SIZE SEDAN VEHICLES

AND

ONE (1) SPORT UTILITY OR CROSS OVER STYLE VEHICLE
TO THE VERNON POLICE DEPARTMENT

Contact: Lieutenant John Kelley, Vernon Police Department
725 Hartford Turnpike, Vernon CT 06066
(860)872-9126 ext. 299

TOWN OF VERNON
CONTRACT #960-08/19/10
FOR FURNISHING FOUR (4) NEW 2010 OR 2011
MID SIZE PASSENGER VEHICLES
AND
ONE (1) SPORT UTILITY OR CROSS OVER STYLE VEHICLE
TO THE VERNON POLICE DEPARTMENT

INVITATION TO BID

The Town of Vernon is seeking bids for four (4) new 2010 or 2011 mid size passenger vehicles and one (1) sport utility or cross over style vehicle to be used as unmarked cars by the detective division personnel of the Vernon Police Department.

Proposal forms and specifications are available from the office of the Town Administrator from 9:00 A.M. until 4:30 P.M., Monday through Wednesday, 9:00 A.M. until 7:00 P.M. on Thursday and 9:00 A.M. until 1:00 P.M. on Friday; or anytime online at <http://www.vernon-ct.gov/legal-notices> with reference to contract #960.

All questions about the proposals should be directed to John D. Ward, Town Administrator, by e-mail at jward@vernon-ct.gov, with copies to Lieutenant John Kelley, Vernon Police Department by e-mail at jkelley@vernon-ct.gov, by Friday, August 13, 2010. Answers to all so received questions will be posted on the Town's website under the bid section at <http://www.vernon-ct.gov/legal-notices> with the contract #960 by Tuesday, August 17, 2010.

All proposals should be submitted in triplicate in a sealed envelope to: John D. Ward, Town Administrator, Town of Vernon, Memorial Building, 14 Park Place, 3rd Floor, Vernon, Connecticut 06066 by 1:00 PM on August 19, 2010; at which time proposals shall be opened and read aloud publicly. All proposals are to be visibly marked on the outside of the envelope "Sealed Bid for contract #960." A certified check or bid bond in the amount of five percent (5%) of the total amount of services must accompany each proposal.

The selected firm must meet all municipal, state and federal Affirmative Action and Equal Opportunity practices and requirements. The Town reserves the right to reject any or all proposals in whole or part, to award any one service or group of services or all services, to negotiate with any or all companies submitting proposals, and to enter into an agreement with any company for any services mentioned in this proposal; if it is deemed to be in the best interest of the Town.

John D. Ward
Town Administrator

TOWN OF VERNON
OFFICE OF THE TOWN ADMINISTRATOR
VERNON, CONNECTICUT

STANDARD INSTRUCTIONS TO BIDDERS

These instructions are standard for all proposals issued by the Town of Vernon, Connecticut for the purchase of all supplies, materials, equipment and the furnishing of certain services. The Town may delete, supersede or modify any of these standard instructions for a particular proposal by indicating such change in a section entitled "Special Instructions To Bidders".

1. The attached proposal is signed by the bidder with full knowledge of, and agreement with, the general specifications, conditions and requirements of this bid.
2. Proposals must be submitted on the enclosed form with any required bid security.
3. Bids shall be submitted in sealed envelopes which shall be addressed to the Town Administrator, 14 Park Place, Vernon, Connecticut 06066 and shall be clearly marked "BID DOCUMENT - DO NOT OPEN". The bid envelope shall indicate the contract number as shown on the "Invitation To Bid".
4. Bids received later than the time and date specified in the "Invitation To Bid" will not be considered. Amendments to or withdrawals of bids, received later than the time and date set for the bid opening, will not be considered.
5. All deliveries of commodities hereunder shall comply in every respect with all applicable laws of the Federal Government and the State of Connecticut.
6. The bidder shall insert the price per stated unit and extend a total price for each item. IN THE EVENT THAT THERE IS A DISCREPANCY BETWEEN THE UNIT PRICE AND THE TOTAL PRICE EXTENSION, THE UNIT PRICE WILL GOVERN.
7. In accordance with the provisions of Section 12-412 (a) of Connecticut General Statutes, the Town of Vernon is exempt from the payment of Federal or State tax and such tax or taxes shall not be included in bid prices.
8. Unless otherwise stated herein, all deliveries made under this contract must consist of new merchandise.
9. The Town reserves the right to reject any and all bids, wholly or in part; to waive technical defects, and to make awards in the manner deemed to be in the best interests of the Town.

10. The Town will not accept any additional charges for freight or shipping.
11. The successful bidder must carry Workers' Compensation Insurance, a minimum of \$1,000,000/\$1,000,000/\$1,000,000 Bodily Injury Liability Insurance, a minimum of \$1,000,000 Property Liability Insurance and a minimum motor vehicle liability insurance in the amount of \$1,000,000 Single Limit, or comparable coverages.
12. All bids must be accompanied by bid security in the sum of not less than five percent (5%) of the total bid and shall be in the form of a bid bond, a certified check, a treasurer's or cashier's check drawn on a National or State bank or trust company and shall be made payable to the "Town of Vernon".

The bid security shall secure the execution of the contract by the successful bidder.

Should any bidder to whom an award is made fail to enter into a contract within ten (10) days, exclusive of Saturdays, Sundays and legal holidays, after notice of the award has been mailed to the bidder, the amount so received from the bidder through his/her bond shall become the property of the Town of Vernon, Connecticut as liquidated damages for failure.

The bid securities of the other bidders will be returned within five (5) weekdays after the opening of the bids with the exception of the first three low bidders. The bid security of the first three bidders, exclusive of the successful bidder, will be returned upon execution of the contract, but in no case later than thirty (30) days after the opening of the bids.

The bid security of the successful bidder shall be held until such time as all conditions of the proposal have been met.

Town of Vernon
Detective Lease Vehicle Specifications

The Town of Vernon is seeking proposals for four (4) new 2010 or 2011 mid size passenger vehicles and one (1) sport utility or cross over style vehicle to be used as unmarked cars by detective division and administrative personnel of the Vernon Police Department. Proposals can be picked up after June 21, 2010 in the Town Administrator's office, 14 Park Place, Vernon CT.

Specifications that must be met include:

1. The vehicles shall be basic production models, not police equipped packages.
2. Proposals should contain a three and four year lease option, if both are available and a four year lease to purchase option.
3. Preferably four vehicles shall be mid size, four door, front wheel drive sedans and one vehicle will be a four door, four wheel drive or all wheel drive sport utility vehicle or cross-over type vehicle.
4. Air conditioning
5. Rear window defogger
6. AM-FM radio
7. Bucket style front seats
8. Power steering
9. Wipers with intermittent speed
10. Undercoating
11. Front and rear floor mats
12. Automatic transmissions
13. Power windows
14. Power door locks

15. Vehicles should not have daytime running lights or if so equipped the option to turn them off or disconnect them.
16. Lease agreement shall not require any payment other than the normal monthly lease fee. No down payment shall be required.
17. Proposals should include a 12,000 mile and 15,000 mile annual mile cap, or as an alternative the proposal should state the maximum allowable miles for the term of the lease for which there will be no charge.
18. Vehicle specification sheet and warranty must be included with the bid proposals.
19. Exterior color may be dependent upon availability. Preferably the vehicles will be different colors.
20. Upon delivery, vehicles will be inspected prior to acceptance.
21. Delivery of vehicles will be no later than September 15, 2010.
22. Exact terms of the lease agreement must be submitted with bid proposal and must contain a "Non-appropriation clause."

The bid proposal will also include any and all taxes on said leased vehicles in the monthly lease fees.

Because these vehicles will be used for law enforcement purposes, sirens, emergency lighting and radios will be installed by the Vernon Police Department. These accessories will be removed upon return of the vehicles to the dealer when the lease expires.

The Town of Vernon reserves the right to accept or reject any or all proposals, to award to other than the low bidder, to waive informalities, to advertise for new proposals, if in its opinion the best interests of the Town of Vernon will thereby be promoted.

Signed proposals and all required information must be submitted in duplicate to the Town Administrator, Town of Vernon, 14 Park Place, Vernon CT 06066 and are due on or before 11:30 AM on July 6, 2010. The envelope containing the proposal form must be marked "Detective Lease Vehicle Proposal Contract #960."